

# Notice of AGM

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Date:

Dear owners,

In anticipation of our Annual General Meeting (AGM), please find enclosed the following documents:

1. The Notice of AGM (new form)
2. A blank Proxy (new form)
3. The Agenda for our AGM
4. Last year's AGM minutes
5. Our Audited Financial statements
6. Other documents we will refer to at the AGM

The province has significantly changed the process and the forms used to call condo AGMs. The purpose of this note is to help you make sense of the new provincial forms.

While it is important for you to carefully review the entire AGM package, please see below important information about our upcoming AGM:

<b>Condo Corporation #</b>	
<b>Date of AGM: Registration time: Start time:</b>	
<b>Location of AGM:</b>	
<b>Number of directors to be elected:</b>	positions to be elected
<b>Appointment of auditor</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Quorum required for the AGM to proceed.</b>	25% of units or      units If you can't be present please complete a proxy
<b>You can return your proxy to</b>	

## ***Notice of Meeting***

The *Notice of Meeting* provides owners with information on the business to be transacted at the AGM, including information on the election of directors; the appointment of an auditor; and whether owners will be called to consider other issues such as changes to common elements, to the declaration, to by-laws, or to the rules. The *Notice of meeting* confirms the various method by which owners can participate and vote and the *quorum* required to conduct the AGM. This Notice must be sent to owners and some mortgagees 15 days before the meeting.

### **Candidates for the board of directors**

You will find in the *Notice of Meeting* the name, address and *Director's disclosure form* of any individuals having advised of their interest to be elected to the board. Keep in mind that candidates can advise of their interest to run for the board at the AGM.

Candidates must now disclose to owners specific information about themselves and related individuals. Failure to do so will result in automatic disqualification. Please also note that elected directors must complete mandatory training within six months of their election. This training, which takes approximately 10 hours to complete, is provided by the *Condo Authority of Ontario* and can be done online at no cost.

### **Proxy**

If you cannot attend the AGM, we urge you to complete the attached Proxy. You can hand it to a trusted owner who will attend for you or you can return it to the address noted on the first page of this note. For your Proxy to be valid, you must properly complete, date and sign the attached form. The new Proxy form is significantly different from what you may be used to. Below are instructions to help you complete it.

#### **First page**

- **Left-hand side**: identify the condo corporation and who is completing the form (owner, power of attorney or mortgagee).
- **Bottom of the page**: insert the date and time the proxy is being completed.
- **Right-hand side**: insert your name and the address of your unit. You also need to **sign** the proxy at the **bottom of the page**.

The Proxy form is separated between the right and left side to allow for the inspection of a proxy while easily redacting confidential/personal information (i.e.: who gave the proxy). **It is important to sign or initial the right-hand side where indicated.**

#### **Second page**

- **Top of page**: identify the date of the AGM and who you are giving the proxy to.
- **Chose one of two options**:
  - **First box** if you want your proxy to only count towards *quorum* and not allow your proxy holder to vote. If you check this box you do not need to complete the rest of the form.
  - **Second box** if you want your proxy to be able to vote. You can then **either lock in your votes** or, **if left blank**, your proxy holder can decide for you.

Note that the proxy is generic and not all sections of the proxy are relevant.

Looking forward to seeing many of you at the AGM.